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ABSTRACT

Three reports describe the standards and format to be used when contributing bibliographic records to MELVYL, the University of California (UC) online library catalog. The first report, which was revised and approved in May 1990, defines record format standards, record maintenance information standards, bibliographic fields, local data fields, relationship of bibliographic and holdings records, transaction tapes, tape frequency, backup or input by submitting library, changing to a new system for MELVYL input, tape characteristic standards, and character set standards. The second report, which was approved in revised form in July 1988, defines the minimum data elements required for inclusion of a cataloging record in the UC union catalog. The third report, prepared by Karen Coyle and revised in June 1991, focuses on the MELVYL catalog local data format, including a description of record structure, diagrams of catalog records, a detailed list of data fields, and local data fields. Examples that illustrate the normalization of variable data formats are included. (KRN) .

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ED354002

Standard for University of California Union Catalog Input Records; Standard for Brief Machine-Readable Bibliographic Records for University of California Libraries; [and] Record Format for the MELVYL Catalog. Technical Reports Nos. 1-3.

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Technical Report No. 1

# STANDARD FOR UNIVERSITY OF CALIFORNIA UNION CATALOG INPUT RECORDS

May 21, 1990

Approved by
University of California Library Council
May 21, 1990

Division of Library Automation
University of California
Office of the President
300 Lakeside Drive, Floor 8
Oakland, CA 94612-3550

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**Technical Report No. 1**

# STANDARD FOR UNIVERSITY OF CALIFORNIA UNION CATALOG INPUT RECORDS

*The Standard for University of California Union Catalog Input Records defines the standards for libraries to follow when contributing records to the MELVYL® catalog. The document addresses such areas as record format, required maintenance data, local data format, and tape requirements for records submitted to the catalog. The original version of this standard was approved by Library Council, September 12, 1984. The standard was subsequently revised and approved by Library Council on May 21, 1990.*

## 1. FORMAT STANDARDS

Users submitting records to DLA can select one of the four MARC-based format standards listed below.

### 1.1 OCLC Standard

All data is represented according to the specifications established by OCLC for input of data and output on archive tapes. Users selecting this option must also follow the separately established UC standards for OCLC input. (See *Standard for OCLC Input to the University of California Union Catalog*, [Oakland: Division of Library Automation, University of California, 1984].)

### 1.2 RLIN Standard

All data is represented according to the specifications established by RLIN for input of data and output on archive tapes. Users selecting this option must also follow the separately established UC standards for RLIN input (to be established).

### 1.3 USMARC Standard

All bibliographic data is represented according to the specifications in *USMARC Format for Bibliographic Data* (Washington, D.C.: Network Development and MARC Standards Office, Library of Congress). Local data is coded according to *USMARC Format for Holdings Data* (Washington, D.C.: Network Development and MARC Standards Office, Library of Congress).

### 1.4 DLA Input Format Standard

All bibliographic data is represented according to the specifications in *USMARC Format for Bibliographic Data.* Local data is coded according to a DLA-defined extension of the MARC format for local data contained in the technical report *Record Format for the MELVYL® Catalog* (Oakland: Division of Library Automation, University of California, 1991).

## 2. RECORD MAINTENANCE INFORMATION STANDARD

Maintenance is performed on records in the MELVYL catalog based on their maintenance key (unique record identification number) and their date stamp (version identification). An incoming record can only update a record in the database with a matching record identification number and a later version identification date. If the incoming record has the same version identification or an earlier version identification than the database record, no update takes place.

### 2.1 Record Identification

Each record must have a record identification number from the system where it was input. This number is used in the MELVYL catalog to control update transactions. No record on the MELVYL catalog can be updated except by a record with a matching record identification number.

To be used for this purpose, the record identification number must have the following characteristics:

- The number must be unique within the originating system.

  If the number itself is not unique, then the record must contain other information that can be used to create a unique key. For example, the OCLC number is unique only with the addition of the library identifier or location code.

- The number should not change over the life of the record.

  If it does change, there must be a way to record the original number in the record.

- The record must contain unambiguous information identifying the system of origin.

  This information is best conveyed as part of the identification number.

- The record identification number must be in a standard field.

  For most input sources, the record identification number should be communicated in the MARC 001 field. Alternatively, it can be communicated in the DLA-defined 901 field, following the specifications for the format of that field (see *Record Format for the MELVYL® Catalog*).

### 2.2 Record Identification Across Systems

Inputting libraries that move from one technical processing system to another must maintain the record identification number from the original system and any other information required to link records from the current system to the record previously input to the MELVYL catalog. Fields have been defined in OCLC, RLIN and other record structures for this purpose. DLA will provide specifications for any system needing to use these fields.

### 2.3 Version Identification

Each version of a record must be identified by a date carried in either the MARC 005 field or the DLA-defined 902 field. The date must be in the ANSI standard format described in the MARC documentation for the 005 field. The specificity of the date depends entirely on how the system creates output files:

- In a system that writes only "snapshots" of changed records, where each record can appear only once on a given tape, the date portion of the field is all that needs to be filled in. Remaining positions (time of day) are zero. The date can either be the latest update to the record, or the date of the creation of the tape.

- Where transactions are written at the time updates take place on the system, and a record can appear multiple times on an input tape, the date field must include date and time of day of the actual record update.

### 2.4 Delete Records

Delete records must be indicated by the STATUS code in the MARC leader, status "d." Because deleting of database records is based on the record maintenance information and not the bibliographic data, the incoming delete record does not need to have the same bibliographic data content as the record it deletes in the database. Currently, however, the delete record must contain a minimum set of bibliographic fields: 008, 245, 260, 300. It must also contain location and call number information.

## 3. BIBLIOGRAPHIC FIELDS

All bibliographic fields, in the range 007 – 899, must follow the USMARC format. Variations in these fields as implemented by OCLC and RLIN can be accommodated in the RLIN and OCLC input streams. Other variations must be negotiated with DLA before data carrying those fields can be sent.

Records should contain at least the bibliographic fields required by the *Standard for Brief Machine-Readable Bibliographic Records for the University of California Libraries* (Oakland: Division of Library Automation, University of California, 1988). Records that do not meet the standard may be rejected during preprocessing.

## 4. LOCAL DATA FIELDS

### 4.1 Format

Local data must follow one of four formats: OCLC, RLIN, USMARC or DLA record format. Each of these formats defines specific fields and subfields for the recording of location and call number information, as well as local notes, copy-level information, and other processing information. For full details on the formation of the OCLC and RLIN local data fields, consult that utility's documentation. Further information on the USMARC format can be found in *USMARC Format for Holdings Data*. DLA format is presented in *Record Format for the MELVYL® Catalog*.

### 4.2 Location and Call Number

Each incoming record must contain at least one valid location code and a corresponding call number. Where call numbers may not be present, arrangements can be made for DLA to insert the constant "No call number" in the appropriate field.

Location codes must be no more than 10 characters in length, and have to be entered onto a master table of location codes at DLA before records containing that code can be processed. With each location code, the following information must be provided:

- campus
- cataloging unit
- primary location (maximum 9 characters)
- secondary location(s) (variable length)

For OCLC input, with each location code it is also necessary to provide:

- subject heading selection (LC, NLM, etc.)
- call number selection profile

### 4.3 Level of Reporting

Holdings should be reported at location level, ignoring multiple copies except where these have different locations or functions. For example "Copy 1 in stacks, Copy 2 in reference" would be reported as two locations. Libraries must not send separate location statements for multiple copies in the same location.

### 4.4 Other Local Data

Systems often carry nonbibliographic information related to functions like circulation and acquisitions. This data should not be transmitted in the MELVYL input record.

## 5. RELATIONSHIP OF BIBLIOGRAPHIC AND HOLDINGS RECORDS

Each cataloging unit should submit a single bibliographic record for each bibliographic entity (usually a title) held, with all holdings carried in that bibliographic record or in linked holdings format records.

## 6. TRANSACTION TAPES

Transaction tapes should include only those update records that will result in changes to the union catalog record. For example, circulation, check-in, or payment transactions should not result in output to the MELVYL catalog, but update of a heading or change of location should.

## 7. TAPE FREQUENCY

Input tapes must be produced on a regular schedule (i.e., weekly, bi-weekly, monthly). Any anticipated schedule changes must be reported in advance.

## 8. BACKUP OF INPUT BY SUBMITTING LIBRARY

A tape sent to DLA may be unreadable or lost in transit. Therefore the submitting library must be able to provide a copy of the tape, to recreate the original tape, or to include the missing records as part of a later tape. Replacement for tapes must be available up to three weeks after the original tape creation date.

## 9. CHANGING TO A NEW SYSTEM FOR MELVYL CATALOG INPUT

To establish a new input source, a library must submit tape specifications to DLA. DLA will review the specifications and work with the campus to eliminate any obvious problems. Once specifications are agreed on, the campus systems office or vendor will proceed with the necessary development, if any, to produce output records meeting the specifications. During the development of output capability, test output records should be produced and reviewed by the campus to verify that specifications are being met. Debugging of output programs is the responsibility of the campus. After the campus is satisfied that the output is being produced correctly, a test tape is sent to DLA where it will be run through DLA input programs designed in line with the specifications. When the test tape runs successfully, dates for start-up of the new input stream will be worked out jointly.

## 10. TAPE CHARACTERISTIC STANDARD

All tapes must be 9-track and 1600 or 6250 BPI, or IBM 3480 cartridge.

### 10.1 ASCII Standard

- OCLC tape specifications for 9-track tape with extended 8-bit ASCII.
- RLIN tape specifications for 9-track tape with extended 8-bit ASCII.
- LC tape specifications for 9-track tape with extended 8-bit ASCII.
- IBM record format U with BLOCKSIZE not greater than 32,767. The tape may use either ANSI standard or IBM standard labels.

### 10.2 EBCDIC Standard

If records are provided in EBCDIC, they should use IBM standard labels with a BLKSIZE not greater than 32,767. EBCDIC tapes should have standard IBM formats V, VB, or U.

## 11. CHARACTER SET STANDARD

### 11.1 OCLC Standard

Records must conform to the character set used by the OCLC MARC tape service.

### 11.2 RLIN Standard

Records may adhere to the expanded 8-bit ASCII character set specifications for RLIN-produced archive tapes.

### 11.3 LC Standard

Tapes may be submitted in expanded 8-bit ASCII for MARC records specified in *USMARC Specifications for Record Structure, Character Sets, Tapes* (Washington, D.C.: Network Development and MARC Standards Office, Library of Congress, 1990).

### 11.4 DLA EBCDIC Standard

A tape may be in EBCDIC using DLA's internal character set. Those wishing to exercise this option should request character set specifications from DLA.

Technical Report No. 2

# STANDARD FOR BRIEF MACHINE-READABLE BIBLIOGRAPHIC RECORDS FOR UNIVERSITY OF CALIFORNIA LIBRARIES

August 16, 1988

Approved by
University of California Library Council
November 7, 1984
July 25, 1985
July 22, 1988

Division of Library Automation
University of California
Office of the President
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Technical Report No. 2

# STANDARD FOR BRIEF MACHINE-READABLE BIBLIOGRAPHIC RECORDS FOR UNIVERSITY OF CALIFORNIA LIBRARIES

*The Standard for Brief Machine-Readable Bibliographic Records for University of California Libraries was originally approved by Library Council on November 7, 1984. It has been revised twice since then and was most recently approved July 22, 1988.*

## 1. OVERVIEW

The standard for brief bibliographic records defines the minimum data elements required for inclusion of a cataloging record in the UC union catalog. Although the standard specifies the briefest record allowed in the system, it should be clearly understood that specifying a minimum in no way restricts the input of additional data. Records can be as complete as the inputting library wishes or can afford; however, all data provided in minimum records must be fully and correctly coded to MARC standards.

### 1.1 Use of Tags and Delimiters

All information present must be tagged and delimited according to MARC definitions.

### 1.2 Indicators

The inclusion of indicators is optional unless specifically required in this standard. The indicators required in the briefest acceptable record are given in Section 2. If additional fields are provided beyond the minimum, indicators are required as follows:

1. Nonfiling characters (1st or 2nd indicator): tag 240, 241, 242, 243, 440, 630, 730, 740, 830, 840, and 873

2. Existence of pronoun (2nd indicator): tag 400, 410, and 411

3. Source of subject heading (2nd indicator): tag 600-651

For fields locally defined in OCLC or RLIN, provide indicators when they have been defined for the above items of information. For example, RLIN defines 690 indicator 2 as source of subject heading.

### 1.3 Form of Entry

The form of entry should follow the cataloging code in effect at the time the machine-readable record was created. However, it is recognized that this will not be possible for some records.

### 1.4 Punctuation, Case, and Diacritics

Punctuation and use of upper- or lowercase letters should follow the provisions of the cataloging code in effect at the time the catalog record or machine-readable record was created. Inclusion of diacritics is required on records created after July 1, 1984, and desirable if available for earlier records.

### 1.5 Mandatory and Desirable Data

When an item is defined as mandatory, it must be provided if it is available on the piece or can be ascertained from an existing full- level catalog record. Extensive research is not expected. For example, if LCCN is not recorded on an item, it is not necessary to check reference sources to see if an LCCN can be found. For desirable elements it is strongly recommended that libraries attempt to include the data whenever available and applicable.

### 1.6 Input Standards

Records must follow the *Standard for University of California Union Catalog Input Records* (Oakland: Division of Library Automation, University of California, 1990). This standard covers content designation, tape characteristics, and character sets. The content designation standard selected (OCLC, RLIN, or DLA) will determine where local data is recorded.

## 2. STANDARD BRIEF RECORD CONTENT

Format abbreviations:

BK = Books
SE = Serials
AM = Archival and manuscripts control
CF = Computer files
MP = Maps
MU = Music
VM = Visual materials

Requirements:

M = Mandatory if applicable
D = Desirable if applicable/available

| | | Formats | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | BK | SE | AM | CF | MP | MU | VM |
| **Leader** | | | | | | | | |
| Char. Pos. | Name | | | | | | | |
| 05 | Record Status | M | M | M | M | M | M | M |
| 06 | Type of Record | M | M | M | M | M | M | M |
| 07 | Bibliographic Level | M | M | M | M | M | M | M |
| 17 | Encoding Level | M | M | M | M | M | M | M |
| | The code "b" is to be assigned if a record meets the brief record standard but no higher encoding level standard. | | | | | | | |
| 18 | Descriptive Cataloging Form | M | M | M | M | M | M | M |
| | If record does not contain this data, the record will be given low priority for selection as a base record. Name headings within the record will be given low priority for selection as authoritative name forms. | | | | | | | |
| **Control Fields** | | | | | | | | |
| Field | | | | | | | | |
| 007 | Physical Description Fixed Field | | | | | | D | D |
| 008 | Control Field | | | | | | | |
| | Char. Pos. Name | | | | | | | |
| | 06 Type of Date/Publication status | | D | D | D | D | | |

| | | Formats | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | BK | SE | AM | CF | MP | MU | VM |
| 07-10 | Date 1/Beginning date of publication<br><br>Follow LC MARC practice on dates. On older records where date is unknown, two alternatives may be used: 1) place 0000 (zeros) in 07-10 or 2) place blanks in 07-10 and include 06 to clarify contents of date 1. For option 2 06 = n, 07-10 = blank. | M | M | M | M | M | M | M |
| 11-14 | Date 2/Ending date of publication | | D | D | M | D | | |
| 15-17 | Country of publication, production or execution | | M | | | | | |
| 18 | Frequency (SE, CF) | | D | | D | | | |
| 21 | Type of serial (SE) | | D | | | | | |
| 23 | Form of item (BK, SE, AM, MU) | M | M | M | | | M | |
| 26 | Type of computer file (CF) | | | | M | | | |
| 27 | Type of machine (CF) | | | | D | | | |
| 28 | Government publication (BK, SE, CF, MP, VM) | | D | | | | | |
| 34 | Successive/Latest entry (SE) | | M | | | | | |
| 35-37 | Language (undetermined = und) | M | M | M | M | M | M | M |
| **Numbers and Codes** | | | | | | | | |
| Field | | | | | | | | |
| 010 | Library of Congress Control Number | | | | | | | |
| $a | Library of Congress control number | M | M | | | M | M | M |

| | Formats | | | | | | |
|---|---|---|---|---|---|---|---|
| | BK | SE | AM | CF | MP | MU | VM |
| 022 International Standard Serial Number | | | | | | | |
| $a International standard serial number | | D | | | | | |
| Note: If inputting ISSN, input key title when available. | | | | | | | |
| 028 Publisher Number for Music | | | | | | M | |
| Include all applicable subfields | | | | | | | |
| Note: Mandatory for AACR2 records when (Leader 18 = a.) | | | | | | | |
| 034 Coded Mathematical Data | | | | | | | |
| $a Category of scale | | | | | M | | |
| $b Constant ratio linear horizontal scale | | | | | M | | |
| 052 Geographic Classification Code | | | | | M | | |
| Include all applicable subfields | | | | | | | |
| **Bibliographical Fields** | | | | | | | |
| Field | | | | | | | |
| 1xx Main Entry | M | M | M | M | M | M | M |
| Include all applicable subfields | | | | | | | |
| Include 1st indicator for 130 field | | | | | | | |
| 222 Key Title | | | | | | | |
| Include 2nd indicator for nonfiling characters | | | | | | | |
| $a Key title | | D | | | | | |

| | | Formats | | | | | | |
|---|---|---|---|---|---|---|---|---|
| | | BK | SE | AM | CF | MP | MU | VM |
| $b | Qualifying information | | D | | | | | |
| 24 | Uniform Title | | | | | | D | |
| | Include all applicable subfields | | | | | | | |
| | Include 2nd indicator for nonfiling characters | | | | | | | |
| 245 | Title Statement | | | | | | | |
| | Include 2nd indicator for nonfiling characters | | | | | | | |
| $a | Short title | M | M | M | M | M | M | M |
| $b | Remainder of title | D | | D | D | D | D | D |
| $f | Inclusive dates | | | M | | | | |
| $g | Bulk dates | | | M | | | | |
| $h | Medium | D | D | D | M | D | M | M |
| | In MUSIC format, mandatory for sound recording if not in 240 | | | | | | | |
| $n, p | Part/Section information (or $d and $e, which are now obsolete) | | M | | | | | |
| 246 | Varying Form of Title | | | | | | | |
| $a | Title proper/Short title | | D | | | | | |
| 247 | Former Title/Title Variations | | | | | | | |
| $a | Title proper/Short title | | D | | | | | |
| 250 | Edition Statement | | | | | | | |
| $a | Edition statement | M | D | | M | M | M | M |

| | Formats | | | | | | |
|---|---|---|---|---|---|---|---|
| | BK | SE | AM | CF | MP | MU | VM |
| 260 Publication, Distribution, etc. | | | | | | | |
| $a Place of publication, distribution, etc. | M | M | | M | M | M | M |
| $b Name of publisher, distributor, etc. | M | D | | M | M | M | M |
| $c Date(s) of publication, distribution, etc. | M | | M | M | M | M | M |
| For archival and manuscript materials, 260$c is used when dates are not included in the 245 field. | | | | | | | |
| 300 Physical Description | | | | | | | |
| $a Extent | D | | D | M | M | M | M |
| $b Other physical details | | | | D | D | D | D |
| $c Dimensions | | | | D | D | D | D |
| $e Accompanying material | | | | D | | | D |
| For pre-AACR2 records for sound recordings, the 262 and 305 fields may occur instead of 260 and 300. | | | | | | | |
| 262 $b Publisher or trade name | | | | | | M | |
| $c Serial identification | | | | | | M | |
| $d Date of release | | | | | | M | |
| 305 (same subfields as 300) or | | | | | | | |
| 305 $a Number of sides, albums, etc. | | | | | | M | |
| $b Size | | | | | | D | |
| $c Speed | | | | | | D | |

| | Formats | | | | | | |
|---|---|---|---|---|---|---|---|
| | BK | SE | AM | CF | MP | MU | VM |
| $d Microgroove | | | | | | D | |
| $e Stereophonic, monophonic, or quadrophonic | | | | | | D | |
| $f Number of tracks | | | | | | D | |
| For pre-AACR2 records for visual materials, the 301 field may occur instead of the 300 field. | | | | | | | |
| 301 $a Extent of item | | | | | | | M |
| $f Speed (videorecordings) | | | | | | | D |
| $b Sound characteristics | | | | | | | D |
| $c Color characteristics | | | | | | | D |
| $d Dimensions | | | | | | | D |
| $e Accompanying materials | | | | | | | D |
| 362 Dates of Publication and/or Volume Designation | | | | | | | |
| $a Dates of publication and/or volume sequential designation | | D | | D | | | |
| 506 Restrictions on Access Note | | | | | | | |
| $a Terms governing access | | | D | | | | |
| 533 Reproduction Note | D | D | D | | D | D | |
| Include all applicable subfields | | | | | | | |
| $a Type of reproduction | | | | | | | |
| 538 Technical Details Note | | | | | | | |
| $a Technical details (especially system requirement) | | | | M | | | |

| | Formats | | | | | | |
|---|---|---|---|---|---|---|---|
| | BK | SE | AM | CF | MP | MU | VM |
| 580 Linking Entry Complexity Note | | | | | | | |
| $a Linking entry complexity note | | D | | | | | |
| 65X Subject Heading Added Entry—Topical Term | | | | | D | | |
| Include all applicable subfields | | | | | | | |
| 710 Added Entry—Corporate Name | | D | | | | | |
| Include all applicable subfields | | | | | | | |
| 780 Preceding Entry | | D | | | | | |
| Include all applicable subfields<br>Include 2nd indicator (Relationship) | | | | | | | |
| Include all applicable subfields | | | | | | | |
| 785 Succeeding Entry | | D | | | | | |
| Include all applicable subfields | | | | | | | |
| Include 2nd indicator (Relationship) | | | | | | | |
| **Local Location and Processing Data** | | | | | | | |
| To be recorded as specified in the content designation standard used (OCLC, RLIN, or DLA). | | | | | | | |
| 1. Record ID generated by source system: Updates to earlier records must contain the same record ID as the record to be replaced. | M | M | M | M | M | M | M |
| 2. Transaction date or latest valid date for record (currently described in the MARC format as tag 005) | M | M | M | M | M | M | M |
| 3. Location code or identifier: The full location information associated with any code or ID must be | M | M | M | M | M | M | M |

| | Formats | | | | | | |
|---|---|---|---|---|---|---|---|
| | BK | SE | AM | CF | MP | MU | VM |
| transmitted to DLA along with the code before input records can be processed. | | | | | | | |
| 4. Location level call number | M | M | M | M | M | M | M |
| **Local Holdings Information for Serials** | | | | | | | |
| Because current nationl standards for holdings are still being developed, no UC holding standard for serials has been defined. It is anticipated that any standard developed will be compatible with the national standard adopted. | | | | | | | |
| 1. Summary holding statement defined in general to correspond to the American National Standard for Serial Holding Statements (Z39.33), Level 3. | | D | | | | | |
| 2. Retention Statement (Free text note). | | D | | | | | |

Technical Report No. 3

# RECORD FORMAT FOR THE MELVYL® CATALOG

Revised June 1991

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**Technical Report No. 3**

# RECORD FORMAT FOR THE MELVYL® CATALOG

## 1. INTRODUCTION

Records received for the MELVYL catalog database and the periodicals database can vary in their record formats, especially in the area of local data. To assure uniformity of indexing and user display, some normalization of incoming records takes place. This document describes the MELVYL catalog local data format and its structure and provides examples that illustrate this normalization.

## 2. RECORD STRUCTURE

The MELVYL catalog record consists of five parts, called "segments." The segments are linked hierarchically in the order given below:

1. *Bibliographic Segment.* This segment contains the information about the bibliographic work and consists of all nonlocal MARC fields. There is one bibliographic segment per union catalog record, and it contains the base record fields and all preserved variations.

2. *Maintenance Segment.* There is one maintenance segment created for each OCLC, RLIN, or campus system record that enters the MELVYL catalog. It contains the control numbers and dates necessary to correctly update each record received from campus input.

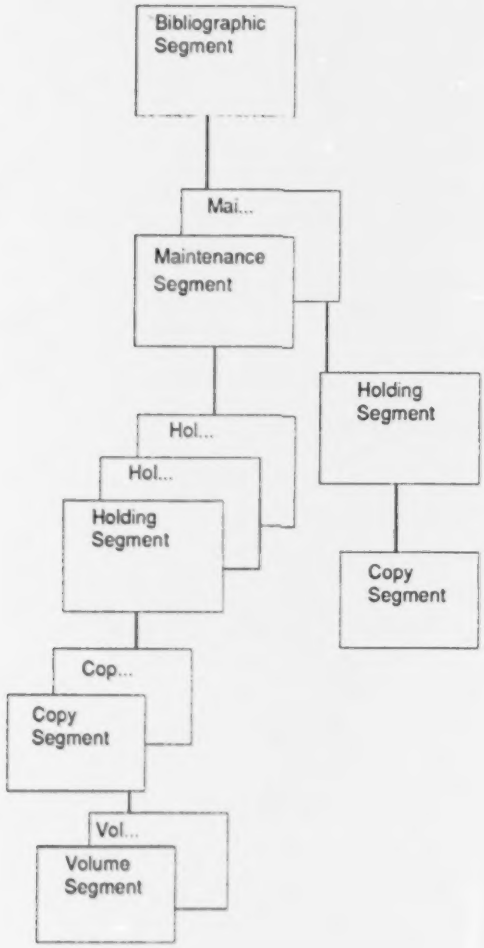
3. *Holding Segment.* This segment contains the holding library code, the call number, the summary holdings statement (if there is one), and any location level notes. (The latter generally would be stored as 590 notes in the MARC format.) Each holding location received in an input record will be placed in a separate holding segment in the MELVYL catalog record. Thus, a maintenance segment may have more than one holding segment following it.

4. *Copy Segment.* Each copy segment represents a single copy number. Included in the copy segment are copy level notes and copy level call numbers.

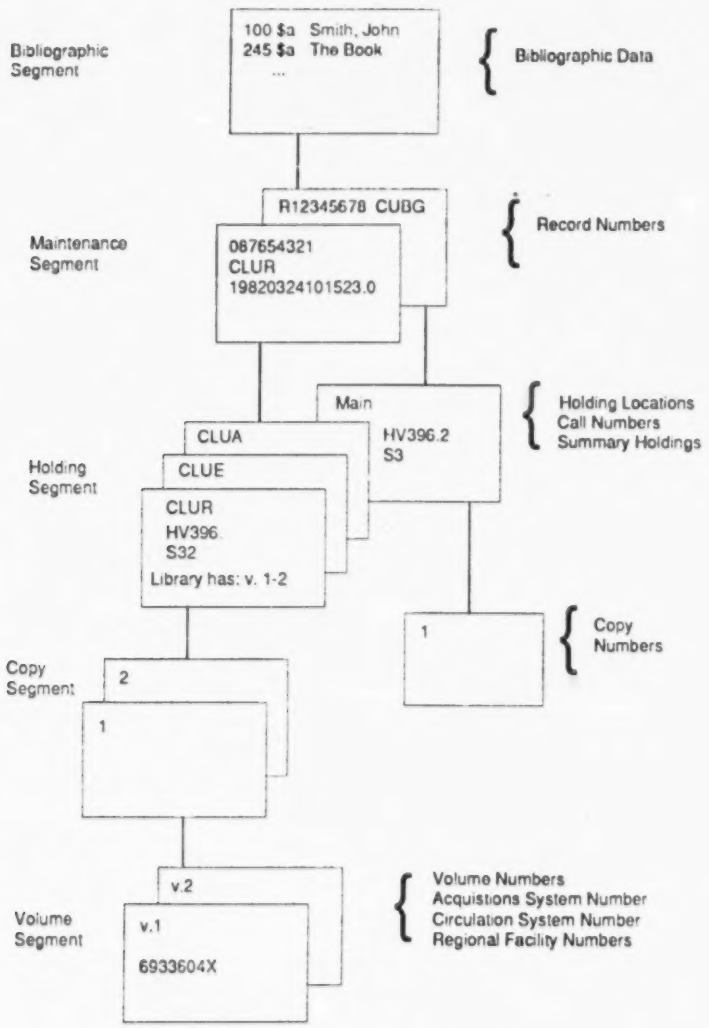
5. *Volume Segment.* The volume segment represents a single physical volume, where possible, or a volume range that is treated as a unit. This segment carries information used in control of the physical volume, such as acquisitions numbers, circulation system numbers, status information, etc.

## 3. RECORD DIAGRAM

Below is an illustration of a MELVYL catalog record with multiple segments at each level.



Below is an example of a MELVYL catalog record with data held in multiple segments at each level.



## 4. FIELDS

The following is a detailed list of the data stored in each segment and its corresponding tag.

Local fields have indicators. The default indicator values for local fields are:

1st indicator
- 0 — automatically generated from coded input data
- 1 — keyed by campus

2nd indicator
- 0 — field to be displayed to general users
- 1 — field to be displayed only in full MARC format

For the 950 field (local serials holdings) the second indicator has the following values:

2nd indicator
- 0 — closed holdings statement
- 1 — open holdings statement; item currently received

***Bibliographic Segment***

| | | |
|---|---|---|
| 000 | | Leader codes |
| 001 | Sa | Record number |
| | Sz | Previous record number |
| 00x- | | Base record fields |
| 899 | | Variant fields |

*Maintenance Segment*

| | | |
|---|---|---|
| 901 | | Maintenance key |
| | $a | Technical processing code |
| | $b | Maintenance number |
| | $c | Maintenance unit code |
| | $d | Bibliographic format code |
| 902 | $a | Version identifier (Date and time of transaction) |
| 903 | $a | Cataloging unit |
| 904 | $a | Date of campus "first time use" |
| | $b | Date(s) of campus revision(s) (Keep last two) |
| 906 | $a | Date of input to MELVYL catalog record |
| | $b | Dates of replacement in MELVYL catalog record (Keep last two) |
| 908 | $a | Cataloger's keyer's initials |
| 909 | $a | OCLC 910 fields information |
| 910 | $a | Local system number |
| 915 | $a | Nonprinting notes |
| 918 | | Other record level information |
| | ST | Tag of input field |
| 919 | | Maintenance segment field in error |
| | ST | Tag of field in error |

*Holding Segment*

| | | |
|---|---|---|
| 920 | $a | Location code |
| 922 | $a | Campus |
| 924 | $a | NUC code |
| 926 | $a | Primary location |
| 928 | $a | Call number prefix |
| 930 | $a | Call number, class portion |
| | $b | Call number, book number portion |
| | $c | Call number, unformatted |
| 932 | $a | Additional sublocation Input stamps |
| 933 | $a | Shelving Storage note |
| 934 | $a | Summary holdings note |
| 935 | $a | Other local notes (Subfielding can vary) |
| 939 | | Holding segment field in error |
| | ST | Tag of field in error |



BEST COPY AVAILABLE

***Copy Segment***

| | | |
|---|---|---|
| 940 | Sa | Copy number |
| 942 | Sa | Copy specific call number |
| | Sb | Copy specific call number |
| | Sc | Unformatted call number |
| 948 | Sa | Other copy level notes (Subfielding can vary) |
| 950 | Sa | Serials holdings |
| 959 | | Copy segment field in error |
| | ST | Tag of field in error |

***Volume Segment***

| | | |
|---|---|---|
| 960 | Sa | Volume designation |
| | Sb | Volume number |
| | Sc | Volume designation number |
| 961 | Sa | Acquisition system number |
| 962 | Sa | Circulation system number |
| 963 | Sa | Regional facility number |
| 964 | Sa | Volume status notes |
| 965 | Sa | Other volume level notes |
| 969 | | Volume segment field in error |
| | ST | Tag of field in error |

# 5. LOCAL DATA FIELDS

## 5.1 OCLC Input

The MELVYL catalog record format provides many more fields for local data than are found in the OCLC record. It is quite possible for a MELVYL catalog record created from OCLC input to have very few of the possible local fields.

### *Maintenance Segment*

Outline:

| OCLC Field | Contents | MELVYL Catalog Field |
|---|---|---|
| | "O" | 901 Sa |
| 001 | OCLC record number | 901 Sb |
| 049 Sa | Location code | 901 Sc |
| 001 | Date of transaction | 902 Sa |
| 910 | Miscellaneous information | 909 |

Notes:

In the 901 field of the MELVYL catalog record, "O" is added to OCLC numbers to aid in record updating.

### *Holding Segment*

Outline:

| OCLC Field | Contents | MELVYL Catalog Field |
|---|---|---|
| 049 Sa | Location code | 920 Sa |
| 049 Sa [ ] | Call number prefix | 928 |
| 090 (etc.) | Call number | 930 |
| 049 Sa [ ] | Input stamps | 932 |
| 590 | Local notes | 935 |

Notes:

Only the four-letter OCLC location code will be stored in the MELVYL catalog record. The full library name, the NUC code, and other data will be generated from the location code during display.

*Copy Segment*

Outline:

| OCLC Field | Contents | MELVYL Catalog Field |
|---|---|---|
| 049 Sc | Copy number | 940 Sa |
| 049 Sn | Copy level notes | 948 |
| Sl | Copy level notes | 948 |
| So | Copy level notes | 948 |

*Volume Segment*

Outline:

| OCLC Field | Contents | MELVYL Catalog Field |
|---|---|---|
| 049 Sd | Volume designation | 960 Sa |
| 049 Sv | Volume numbers | 960 Sb |
| 049 Sp – Su | Bibliographic subdivisions | 935 Sp – Su |
| 049 Sm | Missing volumes | 964 |
| 035 | Acquisition system number | 961 |
| 035 | Circulation system number | 962 |

*Example*

| OCLC Field | | MELVYL Catalog Field | |
|---|---|---|---|
| 001 | ocm071969801 | 901 | Sa O |
| 005 | 19900513182232.0 | | Sb 071969801 |
| 035 | Sa 688786 | | Sc CUSJ |
| 049 | Sa [ff]CUSJ[REF] | 902 | Sa 19900513182232.0 |
| | Sc 1 | 909 | Sa 12/18 80 sgm |
| | Sn Pages missing | 920 | Sa CUSJ |
| | Sv 1 – 3 | 928 | Sa ff |
| 090 | Sa BX9898 | 930 | Sa BX9898 |
| | Sb .C89 | | Sb .C89 |
| 590 | Sa Latest edition only. | 932 | Sa REF |
| | | 935 | Sa Latest edition only. |
| | | 935 | Sc 1 Sn pages missing |
| | | | Sv 1 – 3 |
| | | 961 | Sa 688786 |

*MELVYL Catalog Display*

UCSD Undergrad ff BX9898.C89 Latest edition only.

## 5.2 RLIN Input

The MELVYL catalog record is similar in structure to the RLIN record. The MELVYL catalog holding segment parallels the RLIN LOC structure, and the COP structure information is placed in the MELVYL catalog copy and volume segments.

***Maintenance Segment***

Outline:

| RLIN Field | Contents | MELVYL Catalog Field |
|---|---|---|
| | 'R' | 901 Sa |
| 001 | RLIN record number | 901 Sb |
| 001 | Library code (LI) | 901 Sc |
| 001 | Non-book format code | 901 Sd |
| 005 | Transaction identifier | 902 Sa |
| 998 Sh | Previous record use | 904 Sa |
| 998 Sc (CIN) | Cataloger's initials | 908 |
| 998 Sb (OID) | Operator's initials | 908 |
| 901-907 (LDA-G) | Local data | 915 |
| 910 (RSN) | Standards note | 915 |

***Holding Segment***

Outline:

| RLIN Field | Contents | MELVYL Catalog Field |
|---|---|---|
| 950 Sl (LOC) | Location code | 920 Sa |
| 950 Sd (LCAL) | Stamp above | 928 Sa |
| 950 Sa, Sb (LCAL) | Call number | 930 Sa, Sb |
| 090 Sa, Sb (CALL) | Call number | 930 Sa,Sb |
| 950 Se (LCAL) | Stamp below | 932 Sa |
| 950 Sn (LANT) | Summary holdings note (profiled) | 934 Sa |
| 090 Sn (ANT) | Summary holdings note (profiled) | 934 Sa |
| 950 Sn (LANT) | Local notes | *935 Sa |
| 090 Sn (ANT) | Local notes | *935 Sa |
| 950 Sf (LFNT) | Footnote | *935 Sf |
| 090 Sf (FNT) | Footnote | *935 Sf |

* The 935 field created from LANT will be given a 2nd indicator value of 0 (display to patrons); the 935 field created from LFNT will be given a 2nd indicator value of 1 (display in MARC display only).

***Copy Segment***

Outline:

| RLIN Field | Contents | MELVYL Catalog Field |
|---|---|---|
| 955 Sc (COP) | Copy number | 940 |
| 955 Sa, Sb (CCAL) | Call number | 942 Sa, Sb |

***Volume Segment***

Outline:

| RLIN Field | Contents | MELVYL Catalog Field |
|---|---|---|
| 955 Sc (MDES) | Volume information | 960 Sc |
| 955 Sq (SHNT) | Acquisitions number | 961 |
| 955 Sr (SHNT) | Circulation number | 962 |
| 955 Ss (SHNT) | Shelf list note | 965 |
| 955 Su (SHNT) | Nonprinting note | 965 |
| 955 Si (CST) | Copy status | 964 |

***Example***

**RLIN Field**

001 RLINCUDG10916784-B
005 19891019135846.0

090 Sa HB801
Sb .D36
Sf cip REPL 1
Sh 02 12 80 C

950 Sl ENVI
Sn Map in pocket
Sd f
Sh 02 12 80 C

955 Sl ENVI
Sc 1:v. 1
Sa HB306
Sb .C86
Sq 968832
Sh 02 12 80 C
Si 02 26 82 M

950 Sl MAIN
Si 10 19 81 C

**MELVYL Catalog Field**

901 Sa R
Sb 10916784
Sc CUDG
902 Sa 19891019135846.0
904 Sa 19801103
908 Sa ABC DD

920 Sa ENVI
928 Sa f
930 Sa HB801
Sb .D36
935 Sa Map in pocket (2nd ind. 0)
935 Sa cip REPL 1 (2nd ind. 1)

940 Sa 1
942 Sa HB306
Sb .C86

960 Sc v. 1
961 Sa 968832
964 Sa Missing
Sb 820226

920 Sa MAIN
930 Sa HB801
Sb .D36
935 Sf cip REPL 1 (2nd ind. 1)
961 Sa 64799852

***MELVYL Catalog Display***

| | | |
|---|---|---|
| UCB | EnvDesign | f HB801.D36 |
| UCB | Main | HB801.D36 |

### 5.3 Local Serials System Input

For serials format records, the MELVYL catalog record format adds a 950 field for the serials holdings. All other 9XX fields are the same.

Serials records enter the catalog from many different systems, both commercial and locally developed. An example of some local system serials input is given below.

*Example—ORION*

| Local System Field | MELVYL Catalog Field |
|---|---|
| | 901 Sa A |
| 001 0001000IV | Sb 0001000 |
| 005 19880325000000.0 | Sc IV |
| 920 S0 06 Sa PS 508 W7 T45 | 902 Sa 19880325000000.0 |
| 930 Sa b1 – 2(1973 – 77). | 920 Sa 06 |
| b4 – 8(1978 9 – 84) | 930 Sa PS 508 W7 T45 |
| | 950 0 Sa b1 – 2(1973 – 77). |
| | b4 – 8(1978 9 – 84) |

*MELVYL Catalog Display*

| | | |
|---|---|---|
| UCI | MAIN LIB | PS 508 W7 T45 b1 – 2(1973 – 77). |
| | | b4 – 8(1978/9 – 84) |

***Example—INNOPAC***

| Local System Field | MELVYL Catalog Field |
|---|---|
| 096 Sa Browsing AA Sb 113 ANESTH | |
| 590 Sa Bimonthly | 901 Sa I |
| 901 Sa UCSFb11925588 | Sb 11925588 |
| 902 Sa 900117 | Sc SFB |
| 920 Sl hmed | 902 Sa 19900117000000.0 |
| 950 Sb 42, 1974– Ss Current Jnls, | |
| Stacks Sz 42 – 52 in Microfiche | 920 Sa hmed |
| | 930 Sa W1 Sb AA 113 |
| | 932 Sa ANESTH |
| | 932 Sa 42 – 52 in Microfiche |
| | 932 Sa Latest issue at desk |
| | 935 1 Sa Bimonthly |
| | 950 Sa 42, 1974– |

***MELVYL Catalog Display***

| | |
|---|---|
| UCSF Library | W1 AA 113 ANESTH History Media<br>42 – 52 in Microfiche<br>Latest issue at desk 42, 1974 – |